

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-168

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Agency **EASTON POLICE DEPARTMENT**

Division/Unit **RECORDS**

Item No	Description	Retention
1.	<b>GENERAL CORRESPONDENCE</b> – Subject arrangement of original letters, copies of outgoing letters, memorandums, studies, reports, police and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.
2.	<b>GENERAL ACCOUNTING RECORDS</b> – Files contain office copies of goods received, memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retained by the Town Office.
3.	<b>PAYROLL</b> – Contains copies of all time sheets, originals of leave and overtime requests. Original time sheets maintained by the Town of Easton.	Retain for one (1) year, unless superseded by grant restrictions, then destroy.
4.	<b>DEPARTMENT PERSONNEL FILES</b> – Files contain information on current employees. Files may contain, but not limited to, evaluations, training records, summary of disciplinary actions, complimentary letters, awards, promotional process results, etc. Official personnel files are maintained by the Town of Easton.	Screen annually and destroy that material no longer need for current reference. Retain remaining items for five (5) years after separation, then destroy.
5.	<b>MEDICAL FILES</b> - May contain, but not limited to, drug screening results, officer injury reports, psychological and physical exam results, doctor's notes, and correspondence pertaining to medications taken by the employee.	Retain for five (5) years after separation, then destroy.
6.	<b>BACKGROUND INVESTIGATIVE FILES</b> – Files maintained on current employees that contain information compiled through the hiring process. Includes, but not limited to, application, employment, reference, neighborhood, criminal and credit checks, copies of birth certificate, driver's license, high school diploma and transcripts, and investigative summary report, etc.	Retain for five (5) years after separation, then destroy.

Approved by Department, Agency, or  
Division Representative.

Date February 6, 2002

Signature 

Type Name George M. Harvey

Title Chief of Police

Schedule Authorized by State Archivist.

Date MAR 25 2002

Signature 

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Item No	Description	Retention
7.	<b>IA FILES</b> – Contains investigative information and report, action taken and related correspondence on complaints filed, internally and externally, against employees.	Retain five (5) years after separation, then destroy. May be expunged according to law.
8.	<b>EMPLOYMENT APPLICATION &amp; SELECTION FILES</b> – Contains all applications, correspondence, testing results and information related to the hiring process. Applications are filed by position and chronologically.	Applicants not selected to go through the hiring process are retained for one (1) year. Applicants who go through the process, but are not hired, are maintained for three (3) years, then destroyed.
9.	<b>SPECIAL ASSIGNMENT PROCESS FILES</b> – Contains all information pertaining to advertisement, resumes, interviews, tests, scoring, and other applicable testing criteria and selection decision. They are arranged by process and date.	Retain for three (3) years after conclusion of process, then destroy.
10.	<b>PROMOTIONAL PROCESS FILES</b> – Filed by rank and date. They contain copies of professional resumes, tests and supervisory appraisals on candidates for potential promotion. Access is limited to the member's Commander and Administration Division.	Retain for five (5) years after list expires, then destroy.
11.	<b>BUDGET</b> – Contains information pertaining to the finances of the department and is used for the daily operation of the department. Original submissions maintained by the Town of Easton.	Retain annual submissions for five (5) years, then destroy.
12.	<b>STATISTICAL REPORTS</b> – Monthly, quarterly and annual reports of productivity.	Retain for five (5) years, then destroy. UCR reports maintained one (1) year, then destroyed.
13.	<b>DISSEMINATION LOGS</b> – (CJIS) Records of all criminal history record information that is released.	Retain three (3) years, then destroy.
14.	<b>TOW LOGS</b> – Report of all vehicles towed. Information contains date, time, tow company, response time, location and requesting officer.	Retain one (1) year, then destroy.

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Signature

*George M. Harvey*

Type Name

George M. Harvey

Title

Chief of Police

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Date

MAR 25 2002

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*Edward C. Papenfuss*

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Item No	Description	Retention
15.	<b>CAD – CALLS FOR SERVICE</b> – Computer generated reports of daily events for each shift. Included is a short narrative, officers responding, time, date and disposition. Tracked by Julian numbering system.	Retain printouts for one (1) year, then destroy.
16.	<b>AUDIO TAPES</b> – Recording of phone and radio system in the Communications Center.	Retain for one (1) year, then erase for reuse.
17.	<b>MISCELLANEOUS FILES</b> - Includes, but not limited to, teletypes sent to the department, press releases, gas tickets, bulletin board notices, cease and desist and no trespassing notices.	Retain for thirty (30) days, then destroy.
18.	<b>WARRANTS/CRIMINAL SUMMONS</b> – File contains original warrant/summons, printout of entry into MILES/NCIC, and warrant service log.	Retain until warrant is served or re-called by the Courts.
19.	<b>WARRANT/SUMMONS BOOK</b> – File includes tracking number issued to each warrant/summons. Additional information listed is return date, name, charge, date served or re-called and officer.	Retain for five (5) years, then destroy.
20.	<b>ACCIDENT REPORTS</b> – Reports and photographs of all accidents investigated.	Retain hard copy for five (5) years, then destroy.
21.	<b>FIELD INTERVIEW REPORT</b> – File includes one (1) copy of FIR's.	Retain hard copy for five (5) years, then destroy.
22.	<b>STATE OF MD TRAFFIC CITATIONS</b> – File includes a single copy of each State traffic citation issued.	Retain hard copy for three (3) years after issue, then destroy.

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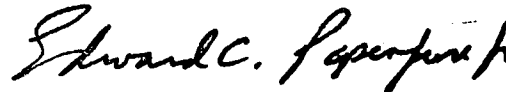
Signature 

Type Name George M. Harvey

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23.	<b>JUVENILE ARREST FILES</b> – Includes photo of subject with pertinent information on the back, to include, but not limited to, name, address, arrest number, height, weight, race, occupation, school, scars, place of birth, date of offense, CCR#, charge and disposition.	Retain for twelve (12) years, then destroy.
24.	<b>ADULT ARREST FILES</b> – Includes photo of subject, Easton Police Department and MD State fingerprint cards, information including, but not limited to, name, arrest number, address, height, weight, sex, age, eyes, hair, complexion, occupation, school, scar, disposition, social security number, MD driver's license number, tracking number and officer.	Retain until deceased or for seventy-five (75) years, which ever comes first, then destroy.
25.	<b>DWI ARREST FILES</b> – Includes original reports of DR15A, Advise of Rights, Alcohol Influence Report and citation(s).	Retain for ten (10) years, then destroy.
26.	<b>CRIMINAL REPORTS</b> – Files include all original felony offense reports used to document official police actions regarding reported crimes. Files also include copies of forms which contain specialized information relating to the original document.	Retain for seventy-five (75) years, then destroy.
27.	<b>MISDEMEANOR CRIMINAL REPORTS</b> – File includes original offense report requiring police involvement.	Retain for five (5) years, then destroy.
28.	<b>INCIDENT REPORTS (Non-criminal Reports)</b> – Files include miscellaneous police activity, suspicious conditions, found property, damaged departmental property and other miscellaneous administrative activity.	Retain one (1) year, then destroy.
29.	<b>EXPUNGED RECORDS</b> – Files expunged by Court Order are sealed and placed in a locked fire-proof file cabinet. All reference to include photo, print cards, arrest card, arrest sheet from arrest book and report if applicable.	Retain sealed files for three (3) years after Expungement date, then destroy.

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Date February 6, 2002

Signature *George M. Harvey*

Type Name George M. Harvey

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<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency  Easton Police Department		2. Division  Administration		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title				5. Earliest Year/Latest Year 1996 to 2002	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="margin-left: 40px;">Note: The Easton Police Department has purchased a new filing system from StorageLogic, Inc. Records storage is being completely revamped.</p>					
7. Record Series Format(s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  _____ Number <div style="float: right; text-align: right;"> <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)         </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention			
Name and Title of Preparer  Shirley J. Wright Management Assistant IV		20. Telephone Number  410-822-1111 Ext. 25		21. Date  February 6, 2002	

DGS 550-4 (Rev. 1/93)

Figure 1